

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

## **IT Professional Technical Services**

### **SITE Program**

### **T#:14ATM**

### **Request for Offers (RFO) For Technology Services Issued By**

#### **Ramsey County Information Services**

**Project Title:** Project Manager for Ramsey County Enterprise Asset Management Project

**Category:** Program/Project Management

#### **Business Need**

Ramsey County, through the IT Project Management Office (PMO) (the “County”), is sponsoring the above referenced Project Manager role for the County’s Enterprise Asset Management project (the “Project”).

The County needs assistance of a qualified consultant with project management experience for this Project. Project Management has the following meaning to the County: A project manager is the person accountable for accomplishing the stated objectives involving large and complex projects. Program management requires leadership with strategic vision and thinking with a focus on outcomes. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which is cost, time, and scope. It may require serving as a County representative, determining and implementing the exact needs of the County, based on knowledge of the organization being represented. The ability to adapt to the various internal procedures of the PMO, and build strong relationships with County representatives, is essential in ensuring that the key issues of cost, time, quality and client satisfaction, can be realized.

#### **Project Deliverables and Activities**

The Project Manager will be responsible for developing and executing on the following deliverables and activities:

- Directing and managing project development from beginning to end, including initiating, planning, executing, controlling and closing
- Application of formal project management disciplines on the project, including

- Communications, including developing full-scale project plans, status reports and associated communication documents
- Financial management, including drafting and submitting budget proposals, tracking expenditures, and recommending subsequent budget changes where necessary
- Integration management, including identifying and managing project dependencies and critical path
- Procurement, including developing Requests for Proposals (RFPs) and assisting with contract development and/or vendor management as needed
- Quality management, including working with sponsors to define success criteria and monitoring progress
- Resource management, including estimating resource requirements and participants needed to achieve project goals
- Risk management, including proactively scanning the environment and logging risks and issues, identifying triggers and risk responses, and escalating as appropriate
- Schedule management, including planning and scheduling project timelines and milestones using appropriate tools and tracking such milestones and deliverables
- Project scope management, including defining in project and out of project scope, goals and project deliverables in collaboration with senior management

### **Project Milestones and Schedule**

- Anticipated Project Start Date: **July 1, 2017**
- Anticipated End Date: **December 31, 2018**
- The County will retain the option to extend the work orders in increments determined by the County.

### **Project Environment**

- The Project is sponsored by the County's Economic Growth and Community Investment Service Team and managed by the PMO.
- The key stakeholders are located in multiple facilities throughout the County, including downtown St. Paul and its surrounding suburbs.
- The Project Manager will work with a project team comprised of various members from Public Works, Parks and Recreation, Property Management, Information Services and other departments.
- The Project Manager will be expected to work with and engage the third party vendor(s) who are providing the software and implementation services.
- The project teams are comprised of dedicated core team members including sponsors, project managers, functional leads, technical resources and department subject matter experts.
- Project management resources are centrally located in the County's Metro Square building, in St. Paul MN, where the County will provide the appropriate workspace.

### **Project Requirements**

- Work will be primarily conducted on-site at the Metro Square facility in downtown St. Paul, but will require frequent travel to and from multiple facilities throughout the County.
- Work will be primarily conducted during standard business hours.

## Responsibilities Expected of the Selected Vendor

- The work is to be performed consecutively until project completion. There will be no break in services other than weekends, official County holidays or a reasonable amount of scheduled and approved personal time off.
- All County information and documentation is to be considered sensitive and confidential and vendor will treat with the same degree of care which with it treats its own sensitive and confidential information and documentation.
- Vendor shall facilitate knowledge transfer with the County.
- All deliverables become the property of the County.
- Vendor warrants that all services will be performed with the highest standard of professional service, be free from defects and conform with the requirements of this RFO. Any services corrected or re-performed will be covered by this warranty. Non-conforming services will be replaced, corrected or re-performed at vendor's expense.

## Mandatory Qualifications

### To be scored as pass/fail

- Vendor must propose an hourly rate at or below vendor's Max Hourly Rate for the category.
- B.S. or B.A. degree (4 year)
- 5 years' experience in a Program/Project management role
- 2 previous engagements on large-scale technology deployments; enterprise, across a large organization, multiple locations, with 1,000+ employees (versus a single company with 100+ employees)

## Desired Skills

- Previous experience with fleet and/or asset management deployment projects
- Previous experience with State, County or City government entities
- Knowledge of DTS VueWorks
- PMP Certificate or equivalent

## Process Schedule

| Process Milestone                         | Due Date              |
|---|-----------------------|
| Deadline for Questions                    | May 17, 2017, 4 PM CT |
| Anticipated Responses to Questions Posted | May 19, 2017          |
| Proposals Due                             | May 24, 2017, 4 PM CT |
| Anticipated proposal evaluation complete  | June 14, 2017         |

| Process Milestone            | Due Date     |
|------------------------------|--------------|
| Anticipated work order start | July 1, 2017 |

### Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

- Name: Kelly Moch
- Email Address: Kelly.moch@co.ramsey.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services [website](#) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other County staff other than the individual above, the responder's proposal may be removed from further consideration.

### RFO Evaluation Process

| Criteria       | %   |
|----------------|-----|
| Desired Skills | 70% |
| Cost           | 30% |

The County reserves the right to interview any or all proposed resources. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process. The County further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the County.

The County also reserves the right to contact proposed resources' references and to adjust technical scores based on additional information derived from the reference checks.

**This Request for Offers does not obligate the county to award a work order or complete the assignment, and the county reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

## Submission Format

The proposal should be assembled as follows:

### 1. Cover Page

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name's direct phone/cell phone (if applicable)
- Contact Name's email address
- Consultant's Name being submitted

### 2. Overall Experience:

1. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Also include the name of 2 references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
4. Then continue the proposal with the remaining items in the order listed.

| RESPONSE MATRIX  | Resource Name:   |
|--|--|
| <b>MANDATORY QUALIFICATIONS:</b>   | <b>Provide Dates and Company Name where the resource has demonstrated the qualification; or identify how the resource meets the requirement (Yes/No is not sufficient)</b> |
| B.S. or B.A. degree (4 year)   |  |
| 5 years' experience in a Program/Project management role   |  |
| 2 previous engagements on large-scale technology deployments; enterprise, across a large organization, |  |

|  |  |
|--|--|
| <b>RESPONSE MATRIX</b>   | Resource Name:   |
| multiple locations, with 1,000+ employees (versus a single company with 100+ employees)                          |  |
| If resource being submitted is working under a subcontract agreement, responder must identify each subcontractor |  |
| <b>DESIRED SKILLS:</b>   | <b>Provide Dates and Company Name where the resource has demonstrated the skill (Yes/No is not sufficient)</b> |
| Previous experience with fleet and/or asset management deployment projects                                       |  |
| Previous experience with State, County or City government entities   |  |
| Knowledge of DTS VueWorks  |  |
| PMP Certificate or equivalent  |  |

### 3. Cost Proposal

Include a **SEPARATE DOCUMENT** labeled “Cost Proposal” which includes the name of each resource being submitted and their corresponding proposed hourly rate.

### 4. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. [Affirmative Action Certificate of Compliance](#) (required if vendor proposal exceeds \$100,000, including extension options)
3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
4. [Affidavit of non-collusion](#)
5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

The County reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

## Proposal Submission Instructions

- **Vendor is limited to submission of 1 resume/candidate in response to the Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
  - Submit responses to: [PMO-Procurement@co.ramsey.mn.us](mailto:PMO-Procurement@co.ramsey.mn.us)
  - Email subject line should read: Attn: EAM Project Manager Selection Committee
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the County's email system when they are received. Responses received after Proposals Due Date above will not be considered. The County shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the County.
- Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.

## General Requirements

### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the County, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the County, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the County's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the County's failure to fulfill its obligation under this contract.

## **Disposition of Responses**

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

## **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Office of State Procurement ("OSP") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

## **IT Accessibility Standards**

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at <http://mn.gov/mnit/programs/policies/accessibility/>.



## **Nonvisual Access Standards**

Nonvisual access standards require:

1. The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
2. That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
3. That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
4. That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

## **Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

## **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

## **Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).